



CITY OF HOUSTON

Job Posting

Applications accepted from:

ALL PERSONS INTERESTED

Job Classification

SYSTEMS SUPPORT ANALYST IV (Sr. Citywide
Webmaster)

Posting Number

PN #110046

Department

INFORMATION TECHNOLOGY

Division

Applications & Administration

Section

Project Management Office – Web Master

Reporting Location

611 Walker, 9th Floor

Workdays & Hours

M - F, 8:00 a.m. - 5:00 p.m.*

*Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Serves as a partner with the City Web Master to design, implement, and maintain the City's Internet and Intranet web content. Responsible for recommending and designing web-based solutions that improve the Web Content Team's ability to provide a high service level, increase the overall number of services provided to City departments, employees, citizens and other visitors. Works in a team environment to maintain the City's goal of continuous improvement while reducing cost and cycle time. Responsible for site layout, design, and graphics. Manages the overall content of the City's web sites by ensuring consistency, accuracy, and timeliness of information. Supports the needs and missions of City departments and the City as a whole.

WORKING CONDITIONS

This position is physically comfortable. Extensive use of a computer is required.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's degree in Business Administration, Statistics, Computer Science or a closely related field.

MINIMUM EXPERIENCE REQUIREMENTS

Four (4) years of experience in data communications analysis and design, programming systems design and maintenance, operating systems software support, or a closely related field are required.

Directly related professional experience may be substituted for the education requirement on a year-for-year basis.

MINIMUM LICENSE REQUIREMENTS

None

PREFERNCES

Four (4) years experience in designing, installing, operating, and monitoring/maintaining a web site for a large organization. Experience with the development of web applications, Dreamweaver MX, Adobe Photoshop and graphics design skills strongly preferred. Experience with ASP or .NET development a plus. The ability to multi task and work under deadlines is extremely important to this role. Skilled in web technologies, design concepts and the ability to work effectively in a team environment and provide a high level of customer service to all City departments.

SELECTION/SKILLS TESTS REQUIRED

None

SAFETY IMPACT POSITION Yes o [**X**] No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 25
\$1,501 - \$2,845 Biweekly \$39,026 - \$73,970 Annually

OPENING DATE

April 26, 2006

CLOSING DATE

May 2, 2006

APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 221-0243. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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